

# Chevy Chase Village Board of Managers

February 16, 2012

*Special Meeting—Budget Work Session*

**Draft**

## **BOARD OF MANAGERS**

|                                    |         |
|------------------------------------|---------|
| Patricia S. Baptiste, Chair        | Present |
| Peter T. Kilborn, Vice Chair       | Present |
| Allison W. Shuren, Secretary       | Absent  |
| Richard Ruda, Assistant Secretary  | Present |
| Lawrence C. Heilman, Treasurer     | Present |
| Gary Crockett, Assistant Treasurer | Present |
| David L. Winstead, Board Member    | Present |

## **STAFF**

|   |         |
|---|---------|
| Shana R. Davis-Cook, Village Manager                | Present |
| Demetri Protos, Finance Director                    | Present |
| Michael W. Younes, Director of Municipal Operations | Present |
| John M. Fitzgerald, Police Chief                    | Present |
| Jerry L. Lesesne, Director of Public Works          | Present |

## **BUDGET COMMITTEE**

|  |         |
|--|---------|
| Samuel A. Lawrence, Budget Committee Chair | Present |
|--|---------|

1 Ms. Patricia S. Baptiste, Chair of the Chevy Chase Village Board of Managers, called the  
2 meeting to order at 7:33 p.m. Ms. Shuren was absent. Ms. Baptiste explained that this special  
3 work session was called to review and discuss the Village Manager's draft FY2013 budget,  
4 submitted by the Village Manager. The Board reviewed and discussed the following:

- 5  
6 1. The FY2013 budget review and adoption process, including future scheduling. The  
7 Board will hold its public hearing on the proposed budget at its regular meeting on  
8 Monday, April 9, 2012, with adoption of the final budget at the Village's Annual Meeting  
9 on Monday, April 16, 2012. The April issue of the *Crier* will include the Public Hearing  
10 notice for the FY2013 Draft Budget including a memorandum from the Village Manager  
11 and Budget Committee. A second budget work session will be held on Monday, March  
12 5, 2012.
- 13 2. Current financial position, including the status of general funds and *SafeSpeed* budget  
14 reserves.
- 15 3. Revenue projections, specifically in regard to income tax, property tax and *SafeSpeed*  
16 citations. In general, the Village Manager's budget projected revenues to the general  
17 fund totaling \$5,480,052, which include an income tax revenue of \$1,750,000, and  
18 property tax revenue of \$970,000; and *SafeSpeed* citation revenue totaling \$1,810,000.
- 19 4. Proposed expenses by department. The general fund budget and *SafeSpeed* projected  
20 expenses totaling \$5,947,189 resulting in a projected deficit of \$567,137 (these numbers  
21 include all FY2013 capital improvement program expenditures).

22  
23 The Board instructed the Manager to amend the budget as follows:

- 24 1. Amend proposed Income Tax Revenue projection from \$1,750,000 to \$1,850,000.

1        2. Hold the Real Property Tax Rate at the Constant Yield Tax Rate of \$0.1005.

2        3. Police/Communications:

3            ○ The personnel and operating budgets were approved as drafted.

4            ○ Expenses related to department's reaccreditation through the Commission on  
5            Accreditation for Law Enforcement Agencies (CALEA) were approved as  
6            drafted. The Board indicated that it would review the department's continued  
7            affiliation with CALEA again in a couple of years.

8            ○ A Health and Wellness Program was for the Police and Communications  
9            Departments was proposed by Chief Fitzgerald and circulated prior to the  
10           meeting. The Board did not support the proposal for FY2013.

11       4. Public Works:

12           ○ Amend the proposed Public Works Temporary Labor budget line item from  
13           \$7,500 to \$10,000 allowing for sufficient labor to support department operations  
14           in light of an increased tree planting program proposed for FY2013 as requested  
15           by the Tree Committee.

16       5. Capital Contracts:

17           ○ The personnel and operating budgets were approved as drafted.

18           ○ The Board asked staff to review the Hardware Systems line item.

19       6. Administration, Personnel:

20           ○ Amend the proposed Administration Salaries budget from \$299,248 to \$304,248  
21           by transferring the \$5,000 from the Auto Allowance line item to the Salaries line  
22           item.

23       7. Administration, Operations:

- 1           ○ Relocate the Newsletter line item from the Community Events sub-category to the  
2           General Operations sub-category. For the Board's second work session, staff was  
3           asked to indicate the total costs (printing and postage) for the publication of the  
4           *Crier*.

5  
6 Mr. Winstead left the work session at 8:15 p.m.

7  
8 The Board requested that the Manager and her staff provide the following information for the  
9 Board to review at the next work session scheduled for March 5, 2012:

10  
11       1. Public Works:

- 12           ○ Leaves – A review of past expense data is needed to determine if the budget line  
13           item should be adjusted.  
14           ○ Prepare a per tree cost estimate for planting and maintaining new trees in the first  
15           year. This data will be used to better understand the ancillary and personnel costs  
16           for the accelerated planting program requested by the Tree Committee.

17       2. Administration:

- 18           ○ Ms. Baptiste requested an outline of the event plan, expenses, and proposed  
19           reductions for the July 4<sup>th</sup> event.  
20           ○ Review the Meeting Expense line item for adjustment since the contracted  
21           recordings had been terminated.  
22           ○ Provide detailed information from the Village's liability insurance policy.  
23           ○ Overtime use policy.

1        3. A list of expenses that are spread over multiple departments so the Board can understand  
2        the total costs related to these areas (i.e., liability insurance premiums, office supplies,  
3        etc.).  
4

5        **The Board members present unanimously agreed to adjourn the work session. The work**  
6        **session adjourned at 10:15 p.m.**  
7

8        \_\_\_\_\_  
9        Secretary, Chevy Chase Village Board of Managers

10       *Draft reviewed by: SD-C; 2/23/2012.*